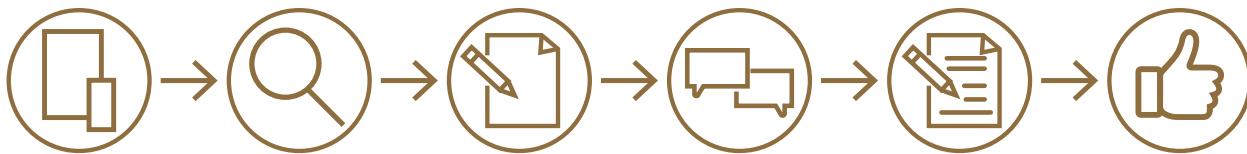


# *SuccessFactors Recruitment Process*



## **1 Create Position**

- Hiring supervisor or department admin/support creates or edits the position with HR Compensation.

## **2 Create Requisition**

- Initiator (either hiring supervisor or department admin/support) creates the requisition in SuccessFactors.

## **3 Approve Requisition**

- The budget approver (Business Office) reviews salary information and approves the requisition.
- Staff positions: Recruiter (Talent Acquisition) receives requisition, then completes and posts the position.
- Faculty positions: Department recruiter (may be Initiator) includes additional information for OCR review.

## **4 Post Position**

- Recruiter posts staff and service positions; department recruiter posts faculty positions.

## **5 Review and Screen Applicants**

- This step moves candidates through the SuccessFactors talent pipeline.
- Staff positions: Recruiter completes this step.
- Faculty positions: Initiator, department recruiter or recruiting coordinator can view and manage applicant pool. (These roles can be filled by the same person if the department desires.)

## **6 Select Candidates and Schedule Interviews**

- Staff positions: Recruiter works with hiring supervisor/committee and assists with this step.
- Faculty positions: Initiator can work with search committee to narrow the candidates in the talent pipeline, move them to the interview bucket and schedule interviews.

## **7 Create Offer Letter and Route for Approval**

- Staff positions: Recruiter works with hiring supervisor and HR Compensation to create offer letter in SuccessFactors.
- Faculty positions: DFA creates (or assists department admin in creating) faculty offer letter using the templates and checklist from the Provost's Office.

## **8 Complete Offer Approval in SuccessFactors and Move Candidate to Background Check**

- Staff positions: Recruiter completes this step.
- Faculty positions: Initiator or department recruiter completes this step. (OCR will review and run reports and notify Talent Acquisition to run background check.)

## **9 Close Requisition and Move Candidate to Onboarding**

- Recruiter moves candidate to Ready to be Hired for all positions once background check is complete.
- Initiator enters rankings, ratings, comments, notes and other search materials for both staff and faculty positions.
- For both staff and faculty positions, the initiator notifies interviewed candidates they were not selected. Initiator also notifies not-interviewed candidates via SuccessFactors for faculty positions. For staff positions, Talent Acquisition performs this function.
- Staff positions: Talent Acquisition moves new hire to onboarding. Faculty positions: Initiator or department recruiter performs this function.